

BOROUGH OF SWISSVALE



7560 ROSLYN STREET
PITTSBURGH, PA 15218
412-271-0430
FAX 412-271-5441

THE BOROUGH OF SWISSVALE IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, NON-JOB RELATED DISABILITIES OR AGE (40 AND OVER). ALL INFORMATION REQUESTED ON THIS APPLICATION FORM IS SOLICITED FOR THE PURPOSE OF DETERMINING ABILITIES AND SKILLS REQUIRED FOR PROPER JOB PLACEMENT AND TO FACILITATE VERIFICATION OF THE INFORMATION REQUESTED.

INSTRUCTIONS: THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY. PLEASE PRINT IN INK OR TYPE. IF, BECAUSE OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS FORM, PLEASE NOTIFY THE BOROUGH MANAGER AT 271-7101 OR BY STOPPING AT THE MUNICIPAL BUILDING AT 7560 ROSLYN ST., SWISSVALE, PA 15218.

Position applied for: _____

() Full Time () Part Time

Name	Last	First	Middle
Address	City	State	Zip
Phone Day	Night	Drivers license Number	State
Social Security Number	Length of Residence		

Are you at least 18 years old? () Yes () No
 If no, do you have a work permit? () Yes () No

Are you a United States citizen or authorized to work in the United States? () Yes () No
 (proof of citizenship or immigration status will be required upon employment)

Have you ever filed an application with the Borough of Swissvale? () Yes () No
 If yes, give a date _____

May we contact your current employer? () Yes () No
 If no, please identify someone familiar with your performance for your current employer that we may contact.

Name

Phone Number

Can you work:

Evenings? () Yes () No
Nights? () Yes () No
Weekends? () Yes () No

EDUCATION

Last High School Attended:

Highest grade completed:

(circle one)

9 10 11 12

Name

Location

Do you have a High School Diploma or G.E.D. certificate?

() Yes () No

MILITARY

Branch of Service

Length of Service

Rank at Separation

Reserve Requirements

Specialized Training

OTHER QUALIFICATIONS

Describe the types of equipment you are capable of operating (machines, vehicles, computers, etc.)

List any trade, professional or skills certificates you hold.

Summarize special skills, abilities or experiences which qualify you for this position.

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BACKGROUND

POLICE OFFICER APPLICANTS ONLY:

Have you ever been convicted of a crime
other than a traffic violation?

() Yes () No

If Yes, explain _____



ALL OTHER APPLICANTS:

Have you ever been convicted of a criminal offense involving dishonesty; breach of trust; offenses against children; use, possession, distribution, sale, or manufacture of drugs; driving under the influence; violence or threats of violence or use of weapons for which you have not been pardoned or which has not been expunged?

() Yes () No

NOTE: CRIMINAL CONVICTIONS ARE NOT NECESSARILY A BAR TO EMPLOYMENT; ALL RELEVANT CIRCUMSTANCES WILL BE CONSIDERED.

Employers

Dates Employed
From To

Job Title

Address

Supervisor's Name

Supervisor's Number

Hourly Rate/Salary
Starting

Ending

Job Title

Description of Duties

Reason for leaving

Will this supervisor/employer
Give a good job reference?
If no, explain

() Yes () No

Were you:

Discharged or asked to resign by
this employer?

() Yes () No

Ever disciplined (given a written
warning, suspended, denied a pay
increase, etc.) by this employer?

() Yes () No

Ever counseled or warned about excessive
absenteeism or tardiness by this employer?

() Yes () No

If yes to any of the above, please explain

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() Yes () No

If yes to any of the above, please explain

If you need additional space, please continue on a separate sheet of paper.

References:

	Name/Address	Phone No.	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Please attach a resume, if available.

CERTIFICATION, AUTHORIZATION AND AGREEMENT

“I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsifications, omissions or concealments or material fact. I authorize the Borough of Swissvale to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize any school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information the Borough of Swissvale may solicit from it or them. I further authorize the borough of Swissvale to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, the Borough of Swissvale will so advise me.”

“I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested by the Borough of Swissvale.”

“I understand and agree that the Borough of Swissvale’s acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that the Borough of Swissvale does not guarantee anyone employment for any specific length of time. I therefore agree that, if I am hired, my employment may be terminated by either me or by the Borough of Swissvale at any time without notice or cause.”

“I further understand and agree that any offer of employment the Borough of Swissvale may make to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing physical examinations and drug tests.”

“I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for the Borough of Swissvale in any way.”

“I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form.”

“I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form.”

Signed

Date

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